



U. S. Department of Housing and Urban Development

Knoxville Field Office, Region IV
John J. Duncan Federal Building
710 Locust Street, Suite 300
Knoxville, Tennessee 37902 - 2526

March 3, 2010

Dottie Jones, Division Director
Shelby County Government
160 North Main, Suite 801
Memphis, TN 38103

Dear Ms. Jones:

SUBJECT: Transmittal of Grant Agreement, Supportive Housing Program (SHP)
Project Number: TN0112B4J010901

Congratulations on the final selection of Shelby County Permanent Housing for Chronically Homeless for renewal grant funding under the Supportive Housing Program. All conditions attached to your award for this project have been met. This one-year award will continue to support your program previously funded by HUD in 2008, further contributing to our national effort to end homelessness.

Upon execution of the Renewal Grant Agreement by you and HUD, HUD will obligate the total funds for this project in the amount of \$238,782, allocated as follows:

1. Leasing	<u>\$154,656</u>
2. Supportive Services	<u>\$ 47,894</u>
2. Grant for Operating	<u>\$ 24,862</u>
3. Grant for Administration	<u>\$ 11,370</u>

Please print three copies of the attached Renewal Grant Agreement and have Interim Mayor Joe Ford sign all three copies and return all signed copies to this Office as soon as possible. A copy of the Renewal Grant Agreement, that constitutes the agreement between Shelby County and HUD, will be returned to you for your records after it is fully executed by this Office. One of the other two grant agreements will be mailed to our Fort Worth Accounting system for entering the information into the Line of Credit Control System (LOCCS). Once the fiscal information has been entered, the grant's new Voice Response Number for your renewal grant will be generated and sent to you under separate cover.

The following were provided to you and processed at the time of your most recent grant award: Grantee Financial Instructions, Direct Deposit Sign-up Form (SF-1199A), LOCCS Voice

Response Security Access Authorization Form (HUD-27054), and SNAP's Request Voucher for Grant Payment (HUD-27053-A). If you need additional forms for any reason, please contact us.

No funds can be disbursed to you until the Renewal Grant Agreement is fully executed. In addition, enclosed you will find an Audit Survey form to be completed and returned to this Office. The completion of the audit survey is needed to ensure that your organization remains in compliance to the Office of Management and Budget's requirements regarding the submission of audits. If you have any questions regarding the audit survey, please contact Geri Clark, Financial Analyst, at (865) 545-4391.

Your prompt cooperation in returning the signed grant agreements, completed audit survey, and other required forms as soon as possible will be highly appreciated to expedite the grant execution process. If you have any questions regarding the renewal grant, please contact Judi Rose, Community Planning and Development Representative at (865) 545-4391. We look forward to working with you toward the successful continuation of your grant to assist us in eliminating homelessness.

Very sincerely yours,

A handwritten signature in black ink that reads "Mary C. Wilson". The signature is written in a cursive, flowing style.

Mary C. Wilson, Director
Office of Community Planning
and Development

Enclosures

cc: Dolores Hopkins, Manager
Monitoring/HUD Homeless Program